

**Personnel/Budget Committee  
Meeting Agenda  
City Council Chambers  
November 8, 2021    -    4:30 p.m.**

1.     Personnel Budget Committee            November 8, 2021   4:30 p.m.
2.     Garbage Bag Discussion
3.     Consider shared position with Chatfield Public Schools to maintain ballfields and/or develop a new fulltime public works position.
4.     Discuss the practice of passing credit card fees onto users rather than the City paying those fees.
5.     Discuss potential allocation of American Recovery Plan funds.

**Members Present:** Councilor Mike Urban

**Members Absent:** Councilor Paul Novotny

**Others Present:** Kay Wangen, Brian Burkholder and Joel Young.

**Shared Position with Chatfield Public Schools:** Burkholder reported that he and Superintendent of Schools, Ed Harris, have been talking about developing an employee position that would be shared between the District and the City, a position that would be focused on maintaining the city and District's ball fields, parks and other related duties. Burkholder said that it has been difficult to find time to maintain the ballfields and they need help. It might be possible to hire one full time position and eliminate two seasonal positions. Burkholder provided a potential job description for a position that would be full-time April 1 – October 31 of each year.

Member Urban pointed out that he has a lot of questions about how equipment would be shared, how sports other than baseball/softball would affect the responsibilities of this position. This issue will come back for further discussion next month.

**Financial Policy Updates:** Kay Wangen reported that staff is in the process of updating the various financial policies on an annual basis, going forward. She explained that there is no substantial change in policy but a few discrete changes for the Debt Management and Capital Outlay. Those policies will be submitted to the city council for approval.

**Personnel Policy Update:** Young reported that the only update that is proposed for the 2022 Personnel Policy is to add Juneteenth to observe as a federal holiday. Young also suggested that a more thorough review/update of the policy might be completed next year.

**National Community Survey / Strategic Planning Update:** Young reported that the survey has now closed and the results should be ready for the upcoming strategic planning retreat, scheduled for November 5<sup>th</sup> & 6<sup>th</sup>.

**Allocation of American Recovery Plan funds:** Water costs.....Bur Oak – wait for full committee attendance.

**Recommendation to upgrade one employee position:** Mitch Irish has performed in such a way that he is ready to take on more responsibilities and would then qualify for an increase in pay grade. Irish is currently in a maintenance position with an emphasis on wastewater. Burkholder would like Irish to begin taking the lead in ensuring that street maintenance activities get scheduled on a timely basis; sealcoating, tree trimming, street lights, patching, etc. Irish can run each piece of equipment owned by the City, is very proactive and has developed into a key element of the public works department.

Irish is currently in Pay Grade 4, Step 5 and the responsibilities of a Senior Maintenance Worker or Assistant Wastewater Operator. Member Urban suggested that the move to Grade 6, Minimum would make sense.

**Consider LELS proposal:** Young reported that LELS has submitted a written draft of the proposed contract. Young said that he would distribute it to the committee members and put it on the next city council meeting agenda for consideration.

**Members Present:** Councilor Mike Urban and Councilor Josh Broadwater

**Members Absent:** Councilor Paul Novotny

**Others Present:** Damon Lueck and Joel Young.

**CCTV Administration:** The Personnel-Budget Committee met in special session on Wednesday, October 13, 2021, to discuss the rate of compensation that might be paid to Damon Lueck for work that he has provided since the resignation of the previous CCTV Administrator. Since Member Paul Novotny was not available, Councilor Broadwater participated in his place.

Damon Lueck explained that he has been providing the services of the CCTV Administrator and the Technical Coordinator since late February, when the previous administrator resigned. Lueck suggested that he be paid at the rate that has since been established for the CCTV Administrator contract and at the rate that has been established for the Technical Coordinator that went into effect on September 1, 2021. Those rates are \$1,250 per month, each, and Lueck asked to be compensated for a five month period. The total amount of compensation would be \$12,500.00. Broadwater, Urban and Lueck talked at length to clarify what type of work had been provided, how such a payment may or may not affect other aspects of CCTV, etc.

Broadwater suggested that it was likely that the duties performed during this period of time might have been less than would have been the case if a formal contract was in place and, based on that thought, he suggested that a more appropriate rate of pay would be at 70% of full pay, which would be a total of \$8,750.00. Lueck stated that he could accept that line of thought when it came to administrative duties but asserted that his technical work warranted full payment of the technical coordinator rate of pay. Lueck explained that he has sourced, purchased and implemented new cameras, software packages and other equipment to make the CCTV service easier for volunteers to manage and to make the service more effective. Ultimately, the group agreed that it would be reasonable to pay Lueck \$1,250 per month for five months of technical work and an additional \$875 per month for five months for administrative services. They also agreed that the City would continue to pay Lueck \$875 per month for interim administrative services from September 1<sup>st</sup> and into the future. Young was asked to develop a resolution for the city council to consider at their next meeting.

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**MEMORANDUM**

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**TO:** PERSONNEL BUDGET COMMITTEE

**FROM:** JOEL YOUNG, CITY CLERK

**SUBJECT:** GARBAGE BAG SITUATION

**DATE:** 11/4/21

**CC:**

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**Request:** Consider covering the cost of repackaging garbage bags with cash reserves instead of passing the cost to the residents.

**Background:** The garbage bags that Bill Hanson is planning to purchase are currently in 20-bag packages. Since a 20-bag package would be too expensive to put on the market, these need to be repackaged into 5-bag packages. The cost of repackaging the bags will be approximately \$4,500, or ten cents per bag. To avoid increasing the cost of bags to the residents, it has been suggested that the City use cash reserves to cover this cost on a one-time basis. Currently, there is approximately \$45,000 in the Garbage Reserve Fund which can be used for this purpose.

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INTEROFFICE MEMORANDUM

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**TO:** Public Works Committee  
**FROM:** Brian Burkholder, SCS  
**SUBJECT:** Joint Powers/New Position-Grounds and Facility maintenance  
**DATE:** 11/3/2021

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**Action Requested:** For further discussion and updates on creating a new shared position between both the city and the school district for ground and facility maintenance.

**Background:** After Ed and I met last summer and discussed ballfield maintenance we discussed sharing a full-time position to cover the ballfield maintenance but also help with other grounds keeping and other facility maintenance tasks. We also came up with a job description. Since then, Ed had brought this forward to his committee a few times, and I also brought forward to the Park & Rec committee as well as the Personal Committee twice. Questions from each side were brought forward and answered during this time.

I have attached most of the information up to this point and very little to no conversing has taken place since the last Personnel meeting. One of the last answers they had was that they would need to look into a full-time employee in the near future.

With that said, I believe 1 full-time employee between the 2 would not be enough for what all was listed by to get completed. Also, who would be the manager, who would hire and pay and the hours that jobs needed to get completed at where a few other tough questions.

At this time, I feel it would be best that the city hires a full-time position and eliminate a summer employee position. By doing this, we could then complete the prep work needed for the city's 2 ballfields during the summer months and cover a mowing position alone with Public Works tasks.

Brian Burkholder

## Brian Burkholder

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**From:** Ed Harris <eharris@chatfieldschools.com>  
**Sent:** Thursday, October 14, 2021 8:43 AM  
**To:** Brian Burkholder  
**Cc:** Lanny Isensee; Josh Thompson; Ed Harris  
**Subject:** Staffing

Hi Brian,

How did your meeting go on Friday? Our meeting went well last night. The Board is open to exploring this further. They agree that we have a need presently. Three take aways/question from the SB member discussion...

1. How will the supervision of the position go if it is shared? How will it be determined what this person does if both need the person as the same time?
2. Some on the SB thought that we will end up needing/wanting more than a part time position. If not right away, then shortly thereafter.
3. It was suggested that Joint Powers take this over to discuss further details and plans that may be brought forward for approval. AS you can see, I have copied the JP Committee Members.

What do you think?

Thanks!

Edward J. Harris  
Superintendent  
Chatfield Public Schools  
507-867-4210

[@edjharris](#)

[facebook.com/chatfieldpublicschools](https://facebook.com/chatfieldpublicschools)

## Brian Burkholder

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**From:** Brian Burkholder  
**Sent:** Friday, October 15, 2021 8:52 AM  
**To:** Ed Harris  
**Cc:** Lanny Isensee; Josh Thompson; Councilor Urban; Councilor novotny  
**Subject:** RE: Staffing

We met last Monday night with only one committee member present. I thought I sent you comments and questions that came up from the meeting from the meeting. There were also a few questions that were brought up as well and assuming more to come from Paul. I did include for that came up and tried to answer your SB questions.

#1- is a good question. I could be a part of the supervision for the city portion but best if not supervisor for tasks needed at the SD on what is needed. Ballfield maint. would be job 1. I could see all ballfields to be prepped first thing every morning and I could schedule at least 2 days for mowing. This will be challenging with rain days and things that pop up  
#2- I agree as well. Committee/ I also discussed the city hire a full time position and eliminating 1 summer positions as it has been difficult to hire summer help but also could include the prep on the 2 city fields June-Oct. We have been with 5 employees for many years as the city has been growing and tasks have increased. I can see that both could really use a full time positions if not now, in the near future.  
#3- It would be beneficial for Joint powers to discuss this further to see if/how this will work.

1. Transportation used for new hire between SD to city?
2. Who would provide the equipment used? (Vehicle, drags, striping equipment, trimmer, blower etc.)
3. Which entity would hire the position and provide Ins, PERA etc.. and other would invoice the other for paid wages?
4. What would the hours be for SD prepping for game events? City- 7:00 am to 3:30 pm. No overtime and no weekends.
- 5.

I have include both committee members as well.

Your thoughts?

## **Brian Burkholder**

*Superintendent of City Services*

**City of Chatfield**

21 SE Second Street

Chatfield, MN 55923

[bburkholder@ci.chatfield.mn.us](mailto:bburkholder@ci.chatfield.mn.us)

**Office 507-867-1511**

**Cell 507-273-9597**

**From:** Ed Harris <eharris@chatfieldschools.com>

**Sent:** Thursday, October 14, 2021 8:43 AM

**To:** Brian Burkholder <bburkholder@ci.chatfield.mn.us>

**Cc:** Lanny Isensee <lannyisensee@chatfieldschools.com>; Josh Thompson <JoshThompson@chatfieldschools.com>; Ed Harris <eharris@chatfieldschools.com>

**Subject:** Staffing



**Brian Burkholder**

*Superintendent of City Services*

**City of Chatfield**

21 SE Second Street

Chatfield, MN 55923

[bburkholder@ci.chatfield.mn.us](mailto:bburkholder@ci.chatfield.mn.us)

**Office 507-867-1511**

**Cell 507-273-9597**

**From:** Ed Harris <[eharris@chatfieldschools.com](mailto:eharris@chatfieldschools.com)>

**Sent:** Monday, October 4, 2021 2:21 PM

**To:** Brian Burkholder <[bburkholder@ci.chatfield.mn.us](mailto:bburkholder@ci.chatfield.mn.us)>

**Cc:** Ed Harris <[eharris@chatfieldschools.com](mailto:eharris@chatfieldschools.com)>

**Subject:** RE: New hire position

Hi Brian,

Good start! Thank you. I have added what I see from our end below as I assume you list relates only to City work. Grounds and Facility Maintenance covers it. When does personnel and budget committee meet? Mine meets one week from Wednesday.

My list below would be the same for both scenarios from April to October. If it were a year round position, I would assign the available hours to assist Steve in building maintenance and gym set up for volleyball, basketball and wrestling and maybe even some routine cleaning depending on how much time you need during the winter.

I am sure we will both refine this further if there is support from the City and SB. I know I have probably missed a few things. Let me know what you think.

Thanks!

Edward J. Harris

Superintendent

Chatfield Public Schools

507-867-4210

[@edjharris](mailto:@edjharris)

[facebook.com/chatfieldpublicschools](https://facebook.com/chatfieldpublicschools)

**From:** Brian Burkholder <[bburkholder@ci.chatfield.mn.us](mailto:bburkholder@ci.chatfield.mn.us)>

**Sent:** Monday, October 4, 2021 1:50 PM

**To:** Ed Harris <[eharris@chatfieldschools.com](mailto:eharris@chatfieldschools.com)>

**Subject:** New hire position

Ed,

Sorry I am late getting back to you but now I am taking time to get back to you on the brainstorming on a new position between the City and School including ballfield prep and striping. I am going to start out with a 40 hour position from April 1<sup>st</sup> to October and then work our way up to a either a 32 hr. per week year around position or 40 hr. full-time position for discussion. I will also include tasks that I would consider to be included with the new position.

Position Title- "General- Grounds Keeping Maintenance/Building Maintenance" (40 hr. April- October (Not to include weekends or over-time and not to include benefits"

1. Daily ballfield prep/stripping-to include spiking, dragging and positioning of bases
2. Minor maintenance of ballfield dugouts (sweeping/cleaning) fence perimeter and garbage as needed.
3. Weekly Mowing/trimming- to include Groen Park, West side Groen Park, Mill Creek Park; other areas as needed.
4. General Public Works assistance as needed.
5. Option- to be able to call in for emergency for large snow events and employee sickness)

#### School List

1. Daily school ball diamond prep/stripping-to include spiking, dragging and positioning of bases. 5 fields.
2. Cleaning and minor maintenance of ball diamond areas including dugouts, batting cages, shed, shelter, and fencing. To include weed and garbage management. 5 fields.
3. Assist in lining and marking football game and practice field.
4. Upkeep of track, press box, and field event areas including meet preparation. To include weed and garbage management as well as sand pit maintenance and sector striping for discus and shot put.
5. Cleaning and maintenance of elementary playground equipment and exterior utility areas.
6. Cleaning and maintenance of tennis courts. To include weed, garbage and net management.
7. Occasional marking of cross county course at the golf course.
8. Maintenance of JC Park.
9. Other general grounds and facility maintenance/cleaning as directed.

Full-time Position 32-40 hrs. per week (including benefits; not to include weekend over time during summer months)

1. Daily ballfield prep/stripping-to include spiking, dragging and positioning of bases
2. Minor maintenance of ballfield dugouts (sweeping/cleaning) fence perimeter and garbage as needed.
3. Weekly Mowing/trimming- to include Groen Park, West side Groen Park, Mill Creek Park; other areas as needed.
4. General Public Works assistance as needed. (option to be called in during the winter season for large snow events)

I would have less work for this position during the winter months except for snow events and some minor indoor maintenance. Snow events would include shoveling steps and sidewalks of public buildings, salting of sidewalks, as needed pickup plowing.

You may have more winter tasks during the winter months. Please include tasks that you would like to include on the school properties. I did not include the tennis courts, JC's Park.

Please add your thoughts. If at all possible, I would like to have a preliminary plan to bring forward to the Personnel/Budget Committee by no later than this Wed morning so I can add it to the agenda. I will be away from work and out of town Thursday-Sunday.

Thanks much,

**Brian Burkholder**

## **General Position-City and School District**

### **Grounds Keeping/Facility maintenance**

Either Full-time April 1<sup>st</sup> to Oct 31<sup>st</sup> or Full-time year around

#### **Job Description: City of Chatfield**

- Daily ballfield prep/stripping-to include spiking, dragging and base positioning. 2 fields
- Minor maintenance of ballfield dugouts (sweeping and cleaning) fence perimeter and garbage as needed.
- Weekly mowing/trimming-to include Groen Park, West side Groen Park, Mill Creek Park; other areas as needed.
- Assist the public works dept as needed
- Option-on call for emergency snow events or employee sickness

#### **Job Description: School District**

- Daily school ball diamond prep/stripping-to include spiking, dragging, and positioning of bases. 5 fields.
- Cleaning and minor maintenance of ball diamond areas including dugouts, batting cage, shed, shelter, and fencing. To include weed control and garbage management. 5 fields.
- Assist in lining and marking football game and practice fields.
- Upkeep of track, press box, and field event areas including meet preparation. To include weeds and garbage management as well as sand pit maintenance and sector stripping for discus and shot put.
- Maintenance at JC Park.
- Cleaning and maintaining of elementary playground equipment and exterior utility areas.
- Cleaning and maintenance of the tennis courts. To include weeds, leaves, garbage, and net management.
- Occasional marking of cross-country course at the golf course.
- Other general grounds and facility maintenance/cleaning as directed.

#### **Full-time Year Around-City of Chatfield**

- Snow removal
- Minor indoor building maintenance

#### **Full-time Year Around-School District**

- Available hours to assist Steve with building maintenance, gym set up for Volleyball, basketball, and wrestling.
- Routine cleaning as directed.



Pure Green Lawn Services  
410 Wynnsonsg Drive NW  
Byron, MN 55920 US  
een@puregreenlawnservice.com



## Estimate

ADDRESS  
Chatfield High School

ESTIMATE # 1205  
DATE 08/22/2021

ACTIVITY	QTY	RATE	AMOUNT
Grade field Grade and level 7 fields every other month or as needed April-Sept	7	450.00	3,150.00 <i>EH</i>
Aeration Aeration and rolling of football, Baseball and Softball Fields 5.4 acres total playing surfaces including the practice football field that is tied into the JV Softball outfield	5.40	700.00	3,780.00 <i>EH</i>
Fertilizer and Weed Control Fertilizer and Weed Control program for all athletic fields	4	2,500.00	10,000.00
TOTAL			\$16,930.00

Accepted By

Accepted Date

Any unpaid balance after 30 days is subject to a 1.8% monthly service charge on all past due amounts.

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**MEMORANDUM**

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**TO:** PERSONNEL BUDGET COMMITTEE  
**FROM:** BRIAN BURKHOLDER, S.C.S., JOEL YOUNG, CITY CLERK  
**SUBJECT:** PUBLIC WORKS PERSONNEL  
**DATE:** 10/25/21  
**CC:**

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**Request:** Additional Public Works Position.

**Background:** Typically, the city hires three seasonal employees to help with mowing and other assorted duties each summer. One employee works approximately six months, mowing parks on a full-time basis. A second employee works approximately six months, mowing parks about three days a week (20-30 hrs.) and the third employee helps with a variety of duties for about three months, working full time. If the City would take on a full-time employee, the 3-month full-time seasonal position could be eliminated or the 6-month 3-day position could be eliminated, but it would be necessary to keep the other two seasonal workers.

Currently, there is \$27,000 included in the 2022 budget for seasonal help. Of that amount, approximately \$15,000 would be needed to pay for the two seasonal workers that work three months and 6 months each. That would leave \$12,000 to use toward a new full-time position.

The cost of a full-time employee will range between approximately \$47,200 and \$66,200, depending on their health insurance needs. Since \$15,000 is already available in the 2022 budget for this purpose, the additional cost of adding a full-time position would range between \$32,200 and \$51,200.

## Joel Young

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**From:** Beth Carlson  
**Sent:** Friday, October 15, 2021 1:38 PM  
**To:** Joel Young  
**Subject:** FW: [RevTrak | Vanco] Re: Chat with Beth 261810

Here is information we received on credit card Service Fees and Processing Fees.

**Beth Carlson, MMMC**  
**Deputy City Clerk**  
**City of Chatfield**  
**21 SE Second St**  
**Chatfield, MN 55923**  
**507-867-3810**  
<http://www.ci.chatfield.mn.us>

**Help someone smile today**

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**From:** Renee Klein (Vanco) <support@revtrak.zendesk.com>  
**Sent:** Friday, October 15, 2021 1:31 PM  
**To:** Beth Carlson <BCarlson@ci.chatfield.mn.us>  
**Subject:** [RevTrak | Vanco] Re: Chat with Beth 261810

##- Please type your reply above this line -##

Your request (261810) has been updated. To add additional comments, reply to this email.



**Renee Klein (RevTrak | Vanco)**

Oct 15, 2021, 1:30 PM CDT

Hello Beth,

Service Fees and Processing Fees are two different fees.

The Service Fee is a fee your district elects to charge parents. It can be any amount, and some districts elect not to charge one at all.

The Processing Fee is the fee you pay to us as part of the Merchant Agreement. It is 3.49%. You pay that amount to us for any amount of money processed through your Web Store, on both the original amount of the transaction, but also on any Service Fee amount you elect to charge your parents.

If you charged a 3.49% Service Fee to your parents, you would not recoup the full amount you pay to us, while a 3.61% Service Fee to parents gets you very close.

There is no way to simply pass-through the Processing Fee to be paid by the parents.

Here is an example of the math for a transaction to help explain:

Sub Total	Service Fee Rate	Transaction Total	Processing Fee Rate	You Keep
\$100.00	0%	\$100.00	3.49%	\$96.51
\$100.00	3.49%	\$103.49	3.49%	\$99.88
\$100.00	3.61%	\$103.61	3.49%	\$99.99
\$100.00	3.62%	\$103.62	3.49%	\$100.00

If you elect to charge parents 3.61%, you will be very close to even but lose a few cents over time. If you elect to charge parents 3.62%, you will be very close to even, but you will gain a few cents over time.

Please let me know if I can be of any further assistance.

Thank you,

Renee Klein  
Support Specialist  
RevTrak, A Vanco Company  
5600 American Blvd. West | Suite 400  
Bloomington, MN 55437  
(888) 847-9885

This email is a service from RevTrak | Vanco. Delivered by [Zendesk](#)

## Joel Young

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**From:** Kay Wangen  
**Sent:** Wednesday, October 13, 2021 9:09 AM  
**To:** Joel Young; Beth Carlson; Julie Elder; Desiree Schlichter  
**Subject:** RE: Credit Card Fees

Hi –

Two categories of credit card fees come to mind.

1. RevTrak for the Webstore / Online Transactions
2. Priority Payment Systems for the Pool Card Transactions

### RevTrak

- If my memory serves me correctly, there is a setting in the transaction table that determines if we pay the fees or if the customer pays the fees. We can log on / and or call RevTrack this afternoon to validate that thought. This will allow us to answer the question of “would it be fairly simple to pass those fees onto the users?”
- As far as if it would be wise to do so...it seems like times have changed, this seems to be the more common trend now than it was years ago when we implemented this service. So it would be reasonable for the webstore / online transactions fees to be paid by the users because;
  - Users do have the options to pay in other ways if they do not want to incur transaction fees (check or autowithdrawl)
- However with that said, there are some administrative efficiencies that come with the online payments.

During 01/2021 – 09/2021 the City has incurred the following administrative fees for RevTrak

- Clerk \$18.35
- Police \$20.35
- Building Inspection \$59.91
- Animal Control \$5.25
- Parks \$67.62
- REVTRAK GENERAL FUND TOTAL \$171.48\* (see next topic regarding swimming pool for the total general fund transaction fees)
- Ambulance \$357.26
- Water \$2,157.83
- WWTP \$7,154.41
- Garbage \$1,976.90

### Priority Payment Systems

- This is the vendor for the Swimming Pool credit card
- As far as the question of if it would be wise to pass those fees on to the users...this one feels a little different to me in that we don't offer another way for users to pay and the card system has gained us so much efficiency and internal control by eliminating the cash and check payment option at the pool. So in this case, I lean to not passing those fees onto the users...

The 2021 Priority Payment Systems administrative fees are \$2,284.55 through 09/2021

I hope that information is helpful.

*Kay Wangen*  
City of Chatfield



